

April 17, 2000

# DRAFT

## CITY OF SHORELINE

### SHORELINE CITY COUNCIL

### SUMMARY MINUTES OF WORKSHOP MEETING

Monday, April 17, 2000  
6:30 p.m.

Shoreline Conference Center  
Mt. Rainier Room

PRESENT: Mayor Jepsen, Deputy Mayor Hansen, Councilmembers Grossman, Lee Montgomery and Ransom.

ABSENT: Councilmember Gustafson

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Mayor Jepsen, who presided.

2. FLAG SALUTE/ROLL CALL

Mayor Jepsen led the flag salute. Upon roll by the City Clerk, all Councilmembers were present, with the exception of Councilmember Gustafson.

Upon a motion by Deputy Mayor Hansen, seconded by Councilmember Ransom and unanimously carried, Councilmember Gustafson was excused.

3. CITY MANAGER'S REPORT AND FUTURE AGENDAS

Robert Deis, City Manager, said 98 volunteers attended the Volunteer Breakfast. He reported that staff will present Phase 2 of the Development Code to Council during one of the May workshops.

4. COUNCIL REPORTS

Councilmember Lee reported on her attendance at the Regional Water Quality Committee meeting. She said King County is considering the elimination of the fee for the surface water program in unincorporated areas. She noted her opposition to this as another example of an urban subsidy of these areas. She said the Suburban Cities Association (SCA) also opposes this proposal.

Deputy Mayor Hansen reported on the SCA meeting in Algona-Pacific.

Mayor Jepsen noted that the Lake Forest Park City Council may participate in a dinner meeting May 8. He reported on his attendance at the Richmond Beach Community Council meeting, at which the siting of the wastewater treatment plant was discussed. He

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mentioned that he walked 175<sup>th</sup> Street with Public Works staff to discuss how to implement the vision of gateways. He noted ongoing discussions regarding I-5 access for solid waste trucks—he said the trucks currently use 175<sup>th</sup> Street and drive over the new sidewalk there.

## 5. PUBLIC COMMENT

(a) Patty Hale, 16528 8<sup>th</sup> Avenue NE, thanked Council for the Volunteer Breakfast. She went on to report the accomplishments of a Shoreline girls fast-pitch softball team, the Shoreline Rage: it has won five consecutive games, and it has qualified for a national birth. She commented that teams in Snohomish County had access to school fields, and she wished the same could be said for Shoreline.

(b) Carol Henry, 17001 Aurora Avenue N, represented Parker's Casino. She described her efforts to secure a City permit for a pari-mutuel betting operation. She noted conversations with City staff, and she asserted that staff misled, misguided and lied to her. She asked Council to reconsider its moratorium.

(c) Chuck Potter, 419 S 146<sup>th</sup> Street, Seattle, represented Emerald Downs. He explained that State law allows the track one off-site betting establishment in each county. He said no county or local government has rejected a satellite site during the previous five years. He noted a lack of problems at such sites. He explained that the previous King County site in Kirkland was inadequate because it could only operate two days each week. He asked Council to reconsider the Parker's site.

(d) Kevin Haynes, 18045 8<sup>th</sup> Avenue NW, supported Parker's as the Emerald Downs simul-cast site. He commented that the proposal is good for the horse racing industry in the region, which he said is still recovering after near collapse four years ago.

(e) David Osgood, 1411 4<sup>th</sup> Street, Suite 1424, Seattle, spoke as the attorney for Parker's. He noted that King County Superior Court Judge Robert Alsdorf has temporarily restrained the City moratorium. He asserted that the rights of his client vested upon its application for off-track betting on March 8. He said the moratorium is in contravention of Washington State law. He commented that the proposed off-track betting site is good for Parker's, the City and for the State of Washington. He urged Council to reconsider.

(f) Walt Hagen, 711 N 193<sup>rd</sup> Street, thanked Council for its position on gambling in Shoreline. He asserted that it is up to the citizens of the community to decide whether to support an off-track betting site in Shoreline. He said Council has represented citizens well in this case.

Mayor Jepsen expressed support for the Shoreline Rage. He mentioned that the City and School District are working to draft a memorandum of understanding to improve access to facilities. Mr. Deis said the School Board will consider draft language for the memorandum of understanding at a workshop May 1.

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Mayor Jepsen said the City is required by law to hold a public hearing on the moratorium on locating satellite pari-mutuel betting establishments within Shoreline within 60 days of the Council decision to enact the moratorium.

Councilmember Ransom commented that the vesting rights of Parker's will be decided at, or subsequent to, the court hearing on April 20.

## 6. WORKSHOP ITEMS

### (a) North City Sub-Area Plan

Planning and Development Services Director Tim Stewart and Assistant Planning and Development Services Director Anna Kolousek reviewed the staff report and described the process for developing the North City sub-area plan. The proposal includes a five-day design charrette involving the core stakeholder groups—area residents, businesses, financial institutions and developers.

Mayor Jepsen invited public comment.

(1) Ken Howe, 745 N 184<sup>th</sup> Street, suggested the Area A-2 annexation process as a model for North City sub-area planning. He said North City residents should have the opportunity to vote on whether the City should prepare a sub-area plan and on any plan subsequently proposed.

(2) Patty Hale, 16528 8<sup>th</sup> Avenue NE, spoke as Chair of the Ridgecrest Neighborhood Association. She asserted that the association wants very much to be part of the sub-area planning process, given the inclusion of part of Ridgecrest in the North City sub-area map. She suggested the revision of the map to include all of the business district around 165<sup>th</sup> Street and 5<sup>th</sup> Avenue NE.

(3) Dennis Lee, 14547 26<sup>th</sup> Avenue NE, advocated a strong outreach effort to make sub-area residents feel informed. He commented that residents' support for the process can lead to the amenities that will integrate the business district and the neighborhood. He stressed the importance of traffic planning.

(4) Gretchen Atkinson, President, North City Business Association, commented that many issues have been addressed, and many decisions already made, in two previous charrettes for the North City business district. She hoped that the proposed process would not be repetitive. She said the association is looking forward to working with the City, but she questioned how many business people who be able to participate in all five days of the proposed charrette. She advocated the inclusion of the North City, Ridgecrest and Briarcrest neighborhood associations in the sub-area planning process.

Councilmember Montgomery asked about the length of the proposed charrette. Ms. Kolousek indicated that the geographic and analytical scope of the previous North City

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guidelines charrette was minimal. She confirmed that stakeholders may participate in that portion of the charrette focusing on their area of interest alone. Mr. Stewart acknowledged different levels of involvement of different participants. He stressed the importance of a core group that can devote the time and energy necessary for the charrette to produce high-quality results.

In response to Councilmember Lee, Ms. Kolousek outlined the schedule of a typical five-day design charrette: the first "day" is usually an evening meeting to which everyone is invited, followed by three full working days and a final display day for people to talk with the team preparing the information that staff will use to draft subsequent documents.

Councilmember Lee expressed concern that small business owners may not be available for the three full working days. Mr. Stewart noted opportunities for public input after the charrette.

Councilmember Lee asked whether the special overlay district standards will focus on the vicinity of the North City business district. Ms. Kolousek and Mr. Stewart indicated that standards could focus on parts of the sub-area or could apply throughout the sub-area. Mr. Stewart said the sub-area planning process will identify desirable development and then establish regulations to accomplish it.

Mayor Jepsen advocated that the North City sub-area planning process have an immediate impact on the North City business district and 15<sup>th</sup> Avenue NE. He noted that the City has committed funding in the Capital Improvement Program (CIP) for this purpose. He suggested that staff narrow the sub-area to focus on the commercial/business and multi-family aspects in the sub-area plan. He mentioned the transition between single-family neighborhoods, multi-family housing and neighborhood business as another aspect for inclusion. He said he has not heard strong demand for new design standards for the North City neighborhood.

Councilmember Grossman stressed the importance of participation in the charrette of the developers likely to make the proposal a reality. He questioned whether such developers could participate in a five-day charrette. He encouraged staff to provide opportunities for meaningful contributions in a shorter period of time. He supported Mayor Jepsen's recommendation to focus the sub-area plan on the North City business district.

In response to Councilmember Grossman, Mr. Stewart confirmed that the sub-area plan will replace that portion of the Comprehensive Plan to which the sub-area plan pertains.

Councilmember Ransom noted his expectation that the sub-area plan would focus on development of the North City business district into a regional or commercial business area and on surrounding mixed-use and multi-family development. He pointed out that the proposed sub-area is much broader. He favored greater concentration on the completion of the economic development project in North City.

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Councilmember Montgomery supported the identification of the North City business district as a primary focus of the sub-area plan given the potential there for economic development. She went on to express support for the inclusion of the surrounding residential neighborhoods in the sub-area plan.

Ms. Kolousek said the overlay district need not include set boundaries nor dictate zoning on absolutely every property. She said the sub-area map was meant to identify a "circle of influence" around an emphasis on the North City business district. She explained that the "hard edges" of the sub-area result from the City limit on the east and I-5 on the west; whereas, the edge is more vague on the south.

Councilmember Grossman supported the key participants that staff has identified for participation in the design charrette.

Deputy Mayor Hansen supported the staff proposal. Noting that detail design will concentrate on the North City business district, he asserted the importance of obtaining input and approval from constituents in the surrounding area. He supported the stakeholder groups that staff has identified for participation.

Mayor Jepsen reiterated that the time demands on participants should be realistic. Acknowledging the value of broad perspective and participation, he identified the North City business district, the surrounding multi-family housing and the interface with surrounding single-family neighborhoods, as the primary focus. He asserted that the sub-area should not be bigger than what the City can afford to consider.

Noting a flyer she had received, Councilmember Lee clarified that Council will never levy a tax on a sub-area to fund improvements unless the taxpayers in the sub-area support and approve the proposal.

In response to Mayor Jepsen, Ms. Kolousek confirmed that staff will present the sub-area proposal to the North City Neighborhood Association and the North City Business Association. She said the City will also mail approximately 200 invitations to participate.

Mayor Jepsen suggested that staff reconsider the length of the charrette in light of Council direction, the availability of participants and the goal to create a sub-area plan that the City can begin to implement using funds budgeted in the CIP.

Mr. Stewart said staff will focus on the North City business district, especially on the relationship of the district and the surrounding neighborhoods. He commented that staff will reconsider the demands on participating stakeholders. Finally, he encouraged Councilmembers to provide staff with the names of people to invite to participate in the process.

In response to Councilmember Ransom, Mr. Stewart said the sub-area plan will inform the City improvements funded in the CIP. He explained the goal to leverage the improvements to encourage economic investment on neighboring private properties.

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Mayor Jepsen asserted that the \$400,000 currently budgeted in the CIP for North City improvements should fund both design and construction.

(b) Status Update Report for the Aurora Corridor Project

Bill Conner, Public Works Director, Chuck Purnell, City Engineer, and Tim Bevan, Consultant with CH2MHill, presented the staff report. Mr. Purnell briefly reviewed the pre-design study process leading up to Council approval of the preferred alternative in August 1999. Mr. Bevan reviewed the program schedule through construction of the initial segment during 2002 and 2003.

(1) Ken Howe, 745 N 184<sup>th</sup> Street, noted past features of Aurora Avenue. He suggested underpasses at 175<sup>th</sup> Street and 185<sup>th</sup> Street to meet the needs of local traffic. He said air quality on and near Aurora Avenue is currently poor. He asserted that the preferred alternative will concentrate traffic and create longer waits at traffic lights, thereby worsening air quality further.

(2) Kristina Stimson, 2155 NW 201<sup>st</sup> Street, read a letter to Council concerning the Aurora Corridor Pre-Design study. She said the needs of Shoreline residents should come before those of north-south through traffic along Aurora Avenue. She advocated that Council give highest priority to the consideration of improvements to ease east-west traffic congestion and to achieve pedestrian safety. She recommended that the City recess the center traffic lanes at critical intersections. She suggested the reevaluation of Alternative 3.

(3) Naomi Hardy, 17256 Greenwood Place N, encouraged Council to consider the neighborhoods immediately adjacent to Aurora Avenue. She supported the emphasis on clean air, surface water and safe habitat. She advocated that the City resolve problems on Aurora Avenue in the right-of-way, rather than move them into the neighborhoods. She strongly opposed opening side streets near Aurora Avenue to additional traffic. She expressed concern about 170<sup>th</sup> Street adjacent to Shorewood High School. She noted the impact of Aurora Square on surface water management.

(4) Dennis Lee, 14547 26<sup>th</sup> Avenue NE, warned about greater cut-through traffic as drivers seek to circumvent congested intersections. He asserted the need to plan for the greater amounts of east-west traffic likely to result from additional population growth.

(5) Clark Elster, 1720 NE 177<sup>th</sup> Street, advocated Alternative 3 as the best way to address commute traffic flowing from the west side of Shoreline to I-5. He recommended lowering Aurora Avenue under 175<sup>th</sup> Street and 185<sup>th</sup> Street to address congestion at these intersections. He opposed the mid-block U-turns envisioned in the preferred alternative. He said future traffic on Aurora Avenue will exceed the capacity of the preferred alternative.

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(6) Walt Hagen, 711 N 193<sup>rd</sup> Street, asserted that the preferred alternative improves Aurora Avenue cosmetically without improving the flow of traffic, especially east and west across Aurora Avenue. He noted the potential impact on east-west traffic of the Woodway Highlands development and of the possible siting of a wastewater treatment facility at Pt. Wells. He questioned how the City will create "theme business centers" on Aurora Avenue without removing existing businesses.

In response to Mayor Jepsen, Mr. Conner confirmed that environmental review will begin with the scoping meeting in May and that the survey/mapping, preliminary engineering and environmental review will cover the full length of the Aurora Corridor in Shoreline.

Mayor Jepsen advocated a true linkage of the Aurora Corridor and Interurban Trail projects to minimize disruptions to businesses that adjoin Aurora Avenue and the Interurban Trail. Mr. Conner agreed that staff will add information on the Interurban Trail timeline to the program schedule for the Aurora Corridor. He said he did not know if construction of the Interurban Trail will begin in April 2002.

Mayor Jepsen advocated a scoping meeting to begin the environmental analysis for the Interurban Trail as soon as possible after the May 8 meeting for the Aurora Corridor to insure the coordinated progress of the two projects.

Mayor Jepsen recommended that staff include "Vacate Right-of-way" among the focus items in the current phase of work on the Aurora Corridor. He said the City should take advantage of opportunities to reclaim right-of-way.

Councilmember Lee stressed the need to provide businesses on Aurora Avenue with a clear idea of the next steps of the Aurora Corridor project. Mr. Purnell noted that staff will go door-to-door later in the year to advise business owners of the impacts of the project on their properties. Councilmember Lee advocated the use of translators to overcome language barriers.

In response to Councilmember Ransom, Mr. Purnell explained that the current timeline runs through completion of construction of the first segment of the Aurora Corridor project (between 145<sup>th</sup> Street and 165<sup>th</sup> Street). He said the City will phase additional construction as additional funding becomes available.

Councilmember Ransom questioned the physical parameters of the first segment. Mr. Purnell said staff has not yet defined the specific limits (e.g., where improvements will begin and end).

In response to Councilmember Ransom, Mr. Conner said the City intends to fund most of the Aurora Corridor project through grant funding. He acknowledged the City needs \$46 million more in grant funding for the project.

Councilmember Ransom asked whether staff will seriously consider the changes proposed in public comments. Mr. Conner acknowledged the importance of the issues

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citizens raised (e.g., east-west traffic flow, air quality). He said staff will do the best it can to address these concerns within the scope of the alternative the City selected in August.

Mayor Jepsen commented that Council adopted, and directed staff to implement, Alternative 2.

Councilmember Ransom noted the lack of participation of Asian business owners in previous phases of the Aurora Corridor project. He asked how the City can overcome the language barrier and other obstacles to their participation. Noting the significance of the Aurora Corridor project as "an engine of change" in Shoreline, Mr. Conner said the City will likely invent processes for collaboration with stakeholders, especially with businesses.

In response to Councilmember Ransom, Mr. Purnell said staff will specifically address the impacts to parking on private properties and impacts to access to private properties. Mr. Conner mentioned that the City has not yet determined the location of the right-of-way.

Councilmember Grossman commented that disruptions are inevitable from a project of the size of the Aurora Corridor Project. He stressed the importance of ongoing communication with those affected.

Referring to the work schedule for preliminary engineering/environmental documentation, Mayor Jepsen identified two key opportunities for staff to verify policy direction with Council: 1) as the right-of-way policies and procedures manual nears completion in August; and 2) as the draft design nears completion in September. Mr. Deis said staff will ask Council to adopt the right-of-way policies and procedures manual.

In response to Mayor Jepsen, Mr. Conner said staff has not specifically planned to prepare an EIS.

## (c) Curb Ramp and Sidewalk Repair Update

Mr. Conner reviewed the staff report.

Mayor Jepsen invited public comment.

(1) Patty Hale, 16528 8<sup>th</sup> Avenue NE, thanked the City for installing curb ramps and repairing sidewalks to make Shoreline more "walkable." She advocated a City standard to replace street trees that must be removed to repair sidewalks.

(2) Charlotte Haines, 836 NE 194<sup>th</sup> Street, thanked the City for installing curb ramps and repairing sidewalks.



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Mayor Jepsen supported City attention to Meridian Avenue and 5<sup>th</sup> Avenue NE, but he questioned the investment of City funds for sidewalk repairs and curb ramps along 15<sup>th</sup> Avenue NE given that the North City sub-area plan could result in significant street alterations within the next year. Mr. Conner proposed the delay of improvements along 15<sup>th</sup> Avenue NE until staff can determine whether and how they fit with the North City sub-area plan.

In response to Mr. Deis, Mr. Conner described how staff deals with street trees that disrupt sidewalks. He acknowledged that the City does not have a program to replace trees that staff must remove to repair sidewalks.

Councilmember Grossman commented that most of the curb ramps that staff has proposed to install along 15<sup>th</sup> Avenue NE will not be in the area affected by the North City sub-area plan. He advocated that staff attend to the improvements on 15<sup>th</sup> Avenue NE beginning in the south. Mr. Conner agreed. He said staff will delay improvements along 15<sup>th</sup> Avenue NE in the vicinity of NE 175<sup>th</sup> Street until it can determine that they will not be affected by the North City sub-area plan.

Councilmember Montgomery advocated the replacement of street trees the City must remove to repair sidewalks. She commended the curb ramps installed along 185<sup>th</sup> Street.

In response to Councilmember Lee, Mr. Conner said the City could include tree replacement costs in the curb ramp and sidewalk repair project. He proposed replacement with six-foot trees of a kind that would put roots down, instead of sideways, and refill the canopy.

Councilmember Ransom supported the replacement of trees. He commended staff for the curb ramp and sidewalk repair program and noted widespread public approval.

## 7. CONTINUED PUBLIC COMMENT

(a) Patty Hale, 16528 8<sup>th</sup> Avenue NE, advocated that the City continue to repair sidewalks and install curb ramps along 15<sup>th</sup> Avenue NE south of NE 165<sup>th</sup> Street. She commented that the residential neighborhoods included in the North City sub-area map should not become a source of local-improvement-district funding for improvements to the North City business district. She proposed a "service area" map with concentric circles illustrating varying concentrations of service. She advocated renewed focus on the business district.

(b) Gretchen Atkinson, North City Business Association, encouraged Council to continue the repair of sidewalks and installation of curb ramps along 15<sup>th</sup> Avenue NE in the vicinity of NE 160<sup>th</sup> Street. She said a sub-area plan focused on the North City business district will not affect these sidewalk improvements. She stressed that the improvements are important to public safety.

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Mayor Jepsen commented that preparation of the North City sub-area plan should not delay development in North City. He clarified that the City should delay sidewalk repairs and curb ramp installation along 15<sup>th</sup> Avenue NE in the North City business district only.

8. EXECUTIVE SESSION

At 9:10 p.m., Mayor Jepsen announced that Council would recess into executive session for five minutes to discuss one item of property acquisition and for 25 minutes to discuss one item of current litigation.

At 9:51 p.m., the executive session concluded, and the workshop meeting reconvened.

9. ADJOURNMENT

At 9:52 p.m., Mayor Jepsen declared the meeting adjourned.

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Sharon Mattioli, CMC  
City Clerk

## CITY OF SHORELINE

### SHORELINE CITY COUNCIL

### SUMMARY MINUTES OF DINNER MEETING

Monday, April 24, 2000  
6:00 p.m.

Shoreline Conference Center  
Highlander Room

PRESENT: Mayor Jepsen, Deputy Mayor Hansen, Councilmembers Grossman, Montgomery and Ransom

ABSENT: Councilmembers Gustafson and Lee

STAFF: Robert Deis, City Manager; Larry Bauman, Assistant City Manager; Tim Stewart, Planning and Development Services Director; Kirk McKinley, ; Bridget Smith,

The meeting convened at 6:20 p.m.

Robert Deis, City Manager, noted his commitment to review with Council the standards of customer service in Planning and Development Services. He explained that he asked Planning and Development Services staff to attend the meeting to discuss the standards.

Tim Stewart, Planning and Development Services Director, distributed a handout, "Walk-In Services, Planning and Development Services." Mr. Stewart introduced Kirk McKinley, Planning Manager, and Bridget Smith, Building Official. He distributed an organizational chart of the department, and he explained the roles and relationships of department staff.

Mr. McKinley and Ms. Smith described the specific functions of their divisions within Planning and Development Services.

Mr. Stewart discussed the strategy of the department: to provide a core group of staff to review permit applications and to hire consultants to assist staff in times of increased activity.

Councilmember Gustafson asked about the consistency of information provided to applicants. Mr. Stewart identified permit processing quality as one of the key customer service issues of the department.

Councilmember Montgomery proposed that Council move item 8 (c), on the agenda for the regular meeting later in the evening, to the consent calendar.

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Councilmember Ransom raised the issue of "one-stop shopping." Mayor Jepsen commented that the objective was not "one-stop shopping" but coordinated permit review. Mr. Deis said the City has not abandoned this goal. He explained that the City must work with other agencies and districts (e.g., the Shoreline Water District, the Shoreline Wastewater District and the Shoreline Fire Department) to develop true one-stop permit reviews.

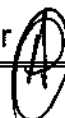
The meeting adjourned at 7:25 p.m.

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Larry Bauman, Assistant City Manager

**CITY COUNCIL AGENDA ITEM**  
**CITY OF SHORELINE, WASHINGTON**

<p><b>AGENDA TITLE:</b> Approval of Expenses and Payroll as of April 14, 2000 <b>DEPARTMENT:</b> Finance <b>PRESENTED BY:</b> Al Juarez, Financial Operations Supervisor</p>
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**EXECUTIVE / COUNCIL SUMMARY**

It is necessary for the Council to approve expenses formally at the meeting. The following claims expenses have been reviewed by C. Robert Morseburg, Auditor on contract to review all payment vouchers.

**RECOMMENDATION**

Motion: I move to approve Payroll and Claims in the amount of \$ 441,483.37 specified in the following detail:

Payroll and benefits for April 2 through April 15 in the amount of \$242,890.18 paid with ADP checks 2885, 4073 through 4132 vouchers 160001 through 160106 benefit checks 4213 through 4222 and

**the following claims examined by C. Robert Morseburg paid on April 14, 2000:**

Expenses in the amount of \$1,046.33 paid on Expense Register dated 4/10/00 with the following claim checks: 4123-4142 and

Expenses in the amount of \$4,497.68 paid on Expense Register dated 4/12/00 with the following claim checks: 4143-4148 and

Expenses in the amount of \$50.09 paid on Expense Register dated 4/12/00 with the following claim checks: 4149-4152 and

Expenses in the amount of \$27,141.84 paid on Expense Register dated 4/13/00 with the following claim checks: 4153-4180 and

Expenses in the amount of \$165,857.25 paid on Expense Register dated 4/14/00 with the following claim checks: 4181-4212

Approved By: City Manager \_\_\_\_\_ City Attorney \_\_\_\_\_


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**Council Meeting Date:** May 8, 2000

**Agenda Item: 7(c)**

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**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b> Adoption of Ordinance No. 236, Closing the Advance Travel Fund
<b>DEPARTMENT:</b> Finance
<b>PRESENTED BY:</b> Debbie Tarry, Finance Director 

**EXECUTIVE / COUNCIL SUMMARY**

Staff is in the process of reviewing the various financial policies and procedures used by the City to ascertain if they are still functional or need updating and modification. In reviewing the procedures used to provide for the payment of travel expenses, it was noted that the City provides both an Advance Travel Fund that allows employees and officials to receive a cash advance for travel expenditures and credit cards which may be used for travel expenses.

The Advance Travel Fund was created in 1996 with the adoption of Ordinance No. 98 and is authorized in the amount of \$5,000. The authorization to use City credit cards for travel expenses was also approved in 1996, with the adoption of Ordinance No. 99. Since mid-1998 the Advance Travel Fund has been used once by a City employee and six times by a single City official. All other travel expenditures have either been through the use of the City credit card or personal reimbursement. Since the City has provided an alternative to cash advances and the use of the fund has been minimal, it is staff's recommendation to close the Advance Travel Fund. This will allow the \$5,000 in the fund to be invested with other General Fund monies, maximizing the City's resources.

Since the Advance Travel was created by the adoption of an ordinance, your Council will need to adopt an ordinance to close the Advance Travel Fund. This ordinance is attached to this staff report.

The adoption of this ordinance, and subsequent closing of the Advance Travel Fund, will result in the elimination of Section 6 – Travel Advance Procedures, Section 7 – To Repay an Advance, and Section 8 – Penalty for Late Repayment of the City's Reimbursement of Business Expenses.

**RECOMMENDATION**

Staff recommends the adoption of Ordinance No. 236 to close the Advance Travel Fund.

Approved By: City Manager  City Attorney 

**ATTACHMENTS**

A. Ordinance No. 236, closing the Advance Travel Fund

**ORDINANCE NO. 236**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON  
AMENDING ORDINANCE NO. 98 BY CLOSING THE ADVANCE  
TRAVEL FUND**

WHEREAS, on August 12, 1996, the City Council adopted Ordinance No. 98 creating an Advance Travel Fund in the amount of \$5,000; and

WHEREAS, on August 12, 1996, the City Council adopted Ordinance No. 99, adopting a system for the issuance, use and control of credit cards by City officials and employees; and directing the Finance Department to adopt rules and procedures to implement such a system; and

WHEREAS, the majority of business and travel expenditures by City officials and employees have been paid for through the use of City credit cards or persona reimbursement, and

WHEREAS, the City can further maximize its financial resources by closing the Advance Travel Fund;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE,  
WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1.**     Repealing Section 6 of Ordinance No. 98. The City Council hereby repeals the creation of the Advance Travel Fund and directs staff to close such account.

**Section 2.**     Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstances, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

**Section 3.**     Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

**PASSED BY THE CITY COUNCIL ON MAY \_\_\_\_, 2000.**

\_\_\_\_\_  
Mayor Scott Jepsen

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Sharon Mattioli, CMC  
City Clerk

\_\_\_\_\_  
Ian R. Sievers  
City Attorney



Date of Publication: \_\_\_\_\_, 2000  
Effective Date: \_\_\_\_\_, 2000

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**Council Meeting Date:** May 8, 2000

**Agenda Item:** 7(d)

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**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Approving Amendments to City Manager Employment Contract
<b>DEPARTMENT:</b>	City Council
<b>PRESENTED BY:</b>	Scott Jepsen, Mayor <i>LB</i> (for)

**EXECUTIVE / COUNCIL SUMMARY**

As your Council knows, we recently completed the third performance review of the City Manager. After completing the review, an ad hoc committee of the Council that included myself, Deputy Mayor Hansen and Councilmember Ransom reviewed the City Manager's employment contract and possible changes in compensation. As a result of this review, we are proposing to amend sections 4 and 7 in the City Manager's employment agreement. The specific language changes are attached for your review.

Section 4 is amended to show the new base salary (\$103,441) which reflects an adjustment of 2.88 percent over his 1999 compensation. This new salary is effective January 1, 2000.

Section 7 is amended to show the increase in car allowance from \$250 per month to \$262.50 per month.

As you know, Section 4 was amended in 1998 to provide for an incentive payment that is tied to past performance and can be used by the City Manager for personal/career development, additional retirement or for compensation. In consideration of his recent review, this figure will be \$6,000 for the 1999 year.

With these changes, the City Manager's employment agreement will continue to maintain him close to the statistical median of the total compensation levels for his peers in the Puget Sound region.

**RECOMMENDATION**

Approve the proposed amendments to sections 4 and 7 of the City Manager's employment agreement and an incentive payment for 1999 in the amount of \$6,000.

Approved By: City Manager *LB* City Attorney *[Signature]*

**AMENDMENT TO  
EMPLOYMENT AGREEMENT BETWEEN THE CITY OF SHORELINE,  
WASHINGTON AND ROBERT DEIS**

**2000 Amendment**

Whereas, an employment agreement was entered into by and between the City of Shoreline, Washington, and Robert Deis, City Manager on August 29, 1996 (Employment Agreement) and said agreement was last amended on February 22, 1999 (1999 Amendment); and

Whereas, the parties desire to amend said Employment Agreement again in order to maintain salary and benefits at a level comparable to positions in the region;

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Existing Agreement Amended:** The City and Robert Deis hereby amend the original Employment Agreement as amended by the 1999 Amendment.
2. **Amendment to Existing Agreement:** The agreement is amended in the following respect(s):
  - a. **Section 4. Salary** is amended as follows:

Employer agrees to pay city manager for his services rendered pursuant hereto as City manager an annual base salary of ~~\$100,545~~ \$103,441, effective January 1, 2000, payable in installments at the same time as other employees of the City of Shoreline are paid. Adjustments to this amount shall be made at the discretion of the City Council as a result of the annual performance evaluation described in Section 13.
  - b. **Section 7. Automobile** is amended as follows:

Employer agrees to provide a car allowance in the amount of ~~\$250~~ \$262.50 per month, paid monthly to Employee. Such car allowance is to reimburse Employee for the cost of purchasing, insuring, and maintaining a vehicle for use in the performance of his duties as city manager. Parking, tolls and operating expenses beyond a 300-mile radius of Shoreline shall be considered outside the allowance amount and subject to reimbursement.
3. **Terms and Conditions of Existing Agreement Remain the Same:** The parties agree that, except as specifically provided in this amendment, the terms and conditions of the existing agreement continue in full force and effect.

**IN WITNESS THEREOF**, the City of Shoreline has caused this agreement to be signed and executed on its behalf by its Mayor duly attested by its City Clerk, and the City Manager has signed this agreement, dated this \_\_\_\_ day of May, 2000.


\_\_\_\_\_  
Scott Jepsen  
Mayor

ATTEST:

\_\_\_\_\_  
Sharon Mattioli  
City Clerk

\_\_\_\_\_  
Robert E. Deis  
City Manager

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Ian R. Sievers  
City Attorney

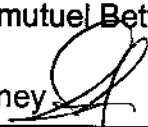
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**Council Meeting Date: May 8, 2000**

**Agenda Item: 8(a)**

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**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	A Public Hearing Regarding Ord. No. 233 Creating a Moratorium on Locating Satellite Parimutuel Betting Establishments Within the City
<b>DEPARTMENT:</b>	City Attorney's Office
<b>PRESENTED BY:</b>	Ian Sievers, City Attorney 

**EXECUTIVE / COUNCIL SUMMARY**

On March 27, 2000 City council adopted Ordinance No. 233 (An Ordinance Creating a Moratorium on Locating Satellite Parimutuel Betting Establishments Within the City of Shoreline) (Attachment A). This Ordinance was approved as an interim emergency action as permitted by RCW 36.70A.

At this time, staff is requesting that Council hold a public hearing on, and continue to maintain in effect, Ordinance 233 (Attachment A). This ordinance establishes a six month moratorium on the initiation or operation of facilities for parimutuel off track horse meets including initiation through the filing of any application for building permits or other development permits associated with this use.

RCW 35A.63.220 allows cities to adopt a moratorium or interim zoning control under their planning powers to preserve the status quo while deciding whether to review and adopt new land use plans and regulations. This statute allows passage without a public hearing so long as a public hearing is held within sixty days of adoption. Findings in support of the moratorium were approved as part of Ordinance 233.

**BACKGROUND/ANALYSIS**

Under RCW 67.36.200, the State has authorized the Horse Racing Commission to approve satellite parimutuel betting sites operated by Emerald Downs, the operator of the Emerald Downs horse racing track in Auburn. These sites receive real time betting lines and video transmission of races run at the track. No limit bets may be placed on 10-11 races held during each race day (Wednesday through Sunday) of the season, which runs from April 15<sup>th</sup> to September 11<sup>th</sup>. These off-track satellites must be located at least 20 miles from the Emerald Downs track and only one such betting site is allowed for each county. Emerald Downs is proposing to relocate its King County off-track betting facility from an establishment north of Kirkland to Parker's Nite Club in the City of Shoreline. This eating and drinking establishment currently operates a mini-casino as a non-conforming use. The pending license application is subject to local zoning and other land use ordinances.

During most of 1999, the City maintained a moratorium on new eating and drinking establishments operating card rooms, pull tabs and punchboards in order to study the effects of gambling associated with the new enhanced social card room program administered by the State Gambling Commission. The increase in tables, house banking and \$100 betting limits was seen as a qualitative change in gambling allowed with an existing social card game license or with punchboards and pull tabs. Studies and public input on this issue resulted in the passage of Ordinance 223 in November 1999 which prohibited any new eating and drinking establishments with social card rooms, and imposed increased parking requirements and a special use permit for expansion of existing card rooms. This ordinance was based on findings that the new class of card room gambling had potentially serious secondary social and economic impacts on the community and business environment, and it was "necessary to prohibit new gambling establishments" to preserve public safety and welfare.

Horse race betting may have those secondary impacts to the business environment and quality of life associated with other forms of gambling. Because of the regional nature of the facility and open-ended betting, such a facility could draw between 100 and 200 customers a day, five days a week, during the five-month racing season based on betting at the off-track satellite facility in Everett. (These figures are reported by Horse Racing Commission staff. The Everett satellite operator estimated between 75-100 customers a day with up to 300 on special race days). A Shoreline facility could be expected to attract approximately \$1.3 million in gross wagering receipts per quarter of operation, again based on the Everett facility. The introduction of a different form of gambling may spin off an increase in gambling at this and other mini-casinos established as nonconforming uses in the Aurora Ave. corridor of Shoreline.

## **RECOMMENDATION**

Staff recommends that City Council hold a public hearing for Ordinance 233 creating a moratorium on establishment of new parimutuel off-track betting facilities within the City of Shoreline. A public hearing is required to continue the moratorium in effect.

Following the public hearing, if Council wishes to maintain the moratorium in effect, no further action is required.

## **ATTACHMENTS**

Attachment A : City of Shoreline Ordinance No. 233.

Approved By: City Manager



City Attorney



## **ORDINANCE NO. 233**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON ESTABLISHING A MORATORIUM ON THE ESTABLISHMENT OF NEW PARIMUTUEL OFF-TRACK BETTING FACILITIES AS A PRINCIPLE USE OR ACCESSORY USE TO EXISTING COMMERCIAL ESTABLISHMENTS WITHIN THE CITY OF SHORELINE, AND DECLARING AN EMERGENCY**

WHEREAS, on November 23, 1998 the City Council enacted Shoreline's first Comprehensive Plan, with framework goals supporting a diverse economy to assure economic development and to enhance the quality of life within the City of Shoreline; and

WHEREAS, the City has recently evaluated whether it will permit gambling within the City limits during its moratoria and passage of development regulations prohibiting new social card rooms as a stimulant for commercial food and drink establishments; and

WHEREAS, the City Council is concerned about the proliferation of gambling establishments and the impacts they may have upon the community, and

WHEREAS, the Council entered findings in support of Ordinance 223 that gambling had a potential for significant secondary social and economic impacts on the community and business environment and it was necessary to prohibit new gambling establishments for the preservation of the public safety and welfare; and

WHEREAS, RCW 35A.63.220 authorizes cities to enact moratoria on land use matters to preserve the status quo while new plans or regulations are considered and prepared; and

WHEREAS, the City wishes to preserve the status quo to allow time to consider whether additional land use regulations may be necessary or appropriate to regulate the location of parimutuel off-track betting; and

WHEREAS, an emergency is declared to exist in order to protect the public health, safety and welfare;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. Findings of Fact.** The "WHEREAS" clauses above shall constitute findings of fact and are incorporated by reference as if fully set forth herein.

**Section 2. Moratorium Established.** A moratorium is hereby established on the initiation or operation of facilities for parimutuel off track betting on horse meets as a principle land use or an accessory use to any existing commercial establishment. Such parimutuel betting on horse meets is prohibited during the moratorium, and no applications for building permits, or any other permit or approvals, associated with the conduct of this business or operation shall be accepted during the effective period of this moratorium.

**Section 3. Term.** The moratorium established by this ordinance shall terminate six months after passage unless earlier repealed or renewed according to law.

**Section 4. Severability.** Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstances, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

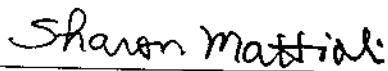
**Section 5. Enforcement.** Violations of this ordinance are punishable under chapter 18.50 SMC.

**Section 6. Effective Date.** This ordinance, as a public emergency ordinance necessary for the protection of the public health, safety, and welfare, shall take effect and be in full force immediately upon its adoption.

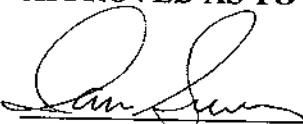
**PASSED BY THE CITY COUNCIL ON MARCH 27, 2000.**

  
\_\_\_\_\_  
Mayor Scott Jepsen

**ATTEST:**

  
\_\_\_\_\_  
Sharon Mattioli, CMC  
City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Ian R. Sievers  
City Attorney

Date of Publication: March 31, 2000  
Effective Date: March 27, 2000



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**Council Meeting Date: May 8, 2000**

**Agenda Item: 9(a)**

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**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Ordinance No. 237 Establishing a Moratorium on Acceptance and Processing of New Franchise Applications for Service Providers
<b>DEPARTMENT:</b>	City Manager's Office
<b>PRESENTED BY:</b>	Kristoff J. Bauer, Assistant to the City Manager

**EXECUTIVE / COUNCIL SUMMARY**

The State Legislature recently passed a new law, ESSB 6676, relating to the management of municipal right-of-way. It is recommended that the City make a number of changes in existing regulations in order to implement this new legislation. Staff will not be able to bring these changes forward for consideration by your Council, however, on a schedule that will ensure that they will be effective prior to the June 8, 2000 effective date of ESSB 6676. Staff is, therefore, recommending that your Council adopt the proposed sixty five (65) day moratorium in order to provide the time required to adopt implementing regulations.

ESSB 6676 has two main impacts on the City's regulation of the right-of-way that will require immediate action. First, it includes a number of new requirements related to the issuance of franchises and permits. Franchises, for example, must be issued within 120 days and the application process for a franchise must be clearly described in a written form adopted by ordinance. In addition, right-of-way permits must be acted upon within 30 days. Second, it requires the City to allow the siting of wireless telecommunications facilities in the right-of-way.

The City's practice has been to require all entities who want to install facilities in the right-of-way to first obtain a franchise. The only wireless provider to complete this process to date is Metricom who operates a number of small repeater antennas (about the size of a shoe box) attached to street lights within the City. Zoning regulations do not automatically apply to the right-of-way. For this reason, current height restrictions and other regulations relating to the location of wireless facilities do not apply to the right-of-way.

As your Council may recall from legislative updates provided during the legislative session, the City focused its efforts on defeating and, as a fall back, amending this legislation. Its passage and final form did not become clear until late in the session. Staff has been focused on current priorities, including the completion of the City's Development Code, and did not begin working in earnest on the implementation of this legislation until after it was signed by the Governor on in early April.

After June 8, the effective date of ESSB 6676, if a city does not have a written franchise procedure adopted by ordinance, then a wireless provider could argue that the city could not enforce a franchise requirement. As a result, they would simply apply for a permit, creating a grandfather right under existing regulations (which currently don't include height restrictions) and that would need to be acted upon within 30 days.

It is this risk of significant wireless facilities in the right-of-way that staff is proposing to address first through the proposed short moratorium and second by bringing forward new regulations related to the siting of wireless facilities in the right-of-way and creating a specific franchise application process for consideration by your Council.



During the legislative process related to ESSB 6676, staff requested an amendment providing for a delayed effective date in order to give cities adequate time to implement necessary regulatory changes. While this request did not make it into the law, state lawmakers are not likely to be surprised or think it unreasonable for Shoreline to adopt a month long moratorium in order to enact implementing legislation.

ESSB 6676 presents a number of other issues that will likely require Council's attention in the future. The few issues identified herein are simply those that present a time critical risk of an undesirable outcome that staff believes warrants the proposed moratorium. Staff will shortly be bringing a more complete briefing and proposed implementation regulations to your Council for discussion at a future workshop.

### **RECOMMENDATION**

Pass Ordinance No. 237 Establishing a Moratorium on Acceptance and Processing of New Franchise Applications for Service Providers

Approved By:

City Manager  City Attorney 

### **ATTACHMENTS**

Attachment A – Ordinance No. 237 - Establishing a Moratorium on Acceptance and Processing of New Franchise Applications for Service Providers

## **Attachment A**

### **Ordinance No. 237 - Establishing a Moratorium on Acceptance and Processing of New Franchise Applications for Service Providers**

**ORDINANCE NO. 237**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON  
ESTABLISHING A MORATORIUM ON ACCEPTANCE AND  
PROCESSING OF NEW FRANCHISE APPLICATIONS FOR  
TELECOMMUNICATIONS SERVICE PROVIDERS WITHIN THE CITY  
OF SHORELINE, AND DECLARING AN EMERGENCY**

WHEREAS, the State Legislature passed ESSB 6676 in the 2000 Regular Session, effective June 8, 2000, establishing uniform requirements for local franchising of telecommunications and cable television providers; and

WHEREAS, the City requires additional time to study and implement franchise permitting regulations and development standards for improvements within the City's rights-of-way; and

WHEREAS, moratoria are authorized by ESSB 6676 Section 5 to address local concerns regarding siting issues so long as they do not exceed guidelines developed by the FCC, state and local government, and the wireless industry, which suggest a 180 day duration; and

WHEREAS, an emergency is declared to exist in order to protect the public health, safety and welfare; now therefore

**THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO  
ORDAIN AS FOLLOWS:**

**Section 1. Findings of Fact.** The "WHEREAS" clauses above shall constitute findings of fact and are incorporated by reference as if fully set forth herein.

**Section 2. Moratorium Established.** A moratorium is hereby established upon the acceptance of applications for new franchises for telecommunication or cable television service as those terms are defined in ESSB 6676 § 1, 2000 Reg. Sess. or the acceptance of applications for permits to utilize the City's right-of-way by any "Service Provider" Ibid. that does not hold a valid City franchise at the time this moratorium is established.

**Section 3. Term.** The moratorium established by this ordinance shall terminate sixty five days after passage unless earlier repealed according to law.

**Section 4. Severability.** Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstances, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

**Section 5. Effective Date.** This ordinance, as a public emergency ordinance necessary for the protection of the public health, safety, and welfare, shall take effect and be in full force immediately upon its adoption.

**PASSED BY THE CITY COUNCIL ON MAY 8, 2000.**

\_\_\_\_\_  
Mayor Scott Jepsen

**ATTEST:**

**APPROVED AS TO FORM:**


\_\_\_\_\_  
Sharon Mattioli, CMC  
City Clerk

\_\_\_\_\_  
Ian R. Sievers  
City Attorney

Date of Publication:

Effective Date: May 8, 2000

**CITY COUNCIL AGENDA ITEM**  
**CITY OF SHORELINE, WASHINGTON**

<b>AGENDA TITLE:</b>	Adoption of Ordinance No. 234, Appropriating Budget Authority in 2000 for Uncompleted 1999 Capital Projects
<b>DEPARTMENT:</b>	Finance
<b>PRESENTED BY:</b>	Debbie Tarry, Finance Director  Bill Conner, Public Works Director

**EXECUTIVE / COUNCIL SUMMARY**

The 2000 budget that was developed for the capital improvement program had assumed a certain level of 1999 expenditures and that a specific number of capital projects would be completed. Due to various circumstances, some of these projects were not completed in 1999 and funds were not fully expended as projected (see Attachment A for project budget detail). Therefore, the 1999 ending fund balances and the 2000 beginning fund balances for the three capital funds are higher than budgeted due to these capital project underexpenditures. This was discussed with your Council on May 1, 2000 as part of the First Quarter Report.

The attached ordinance (Attachment B) will, in effect, reappropriate funds in 2000 for the continuation or completion of these 1999 projects, using the higher than budgeted fund balances and grant revenues from 1999 as resources. This reappropriation process is a normal process that governments go through on an annual basis to continue the proper budgeting and funding of the capital improvement program from one year to the next.

Now that the City has a formal capital program, we would like to start an annual process of amending the current budget to make adjustments for any prior year capital projects that were not completed as projected. These projects will then be completed in the current fiscal year.

During the budget process for the next year it is often difficult to project what stage a specific capital project will be in at year-end. This is due to a variety of reasons, including weather, contractor delays, public involvement processes, special orders for materials, project scope changes, etc.

Since these projects were not completed as projected, the beginning fund balance in the individual capital funds for the current year will be higher than budgeted. The portion of that fund balance due to the projects not being completed would then be reappropriated in the current year to complete these individual projects.

The annual process would be as follows: While the Finance Department is working to close the previous budget year in the finance system (January-March), Public Works and Parks reviews all projects to determine which ones, if any, were not completed as projected and will need to be finished in the next fiscal year. We would then do one reappropriation ordinance to adjust these projects' budgets in the current fiscal year so they can be completed. This annual process links well with the First Quarter Report since that is the first time that your Council receives an overview of how the previous fiscal year's actual expenditures may have varied from projections made during the budget process.

### **RECOMMENDATION**

Move to approve Ordinance No. 234, appropriating budget authority in 2000 for uncompleted 1999 capital projects in the three capital funds of the City.

Approved By:      City Manager LB      City Attorney 

### **ATTACHMENTS**

- A. Listing of Capital Projects included in Ordinance 234
- B. Ordinance No. 234

## 2000 Capital Project Reappropriation

Fund / Project	2000 Adopted Budget*	Additional Expense Authority	Additional Resource Authority	Explanation
<b><u>General Capital Fund</u></b>				
1. Additional Space Renovation Police Station Landscaping	\$ 0	\$ 98,366	\$ 98,366	Funding comes from unspent 1999 Budget authority. The scope of work for this project is under review to evaluate other landscaping options and cost estimates. This project never got started in 1999 and needs to be included in 2000 for project completion.
2. Skate Park	253,000	11,241	11,241	Funding comes from unspent 1999 Budget authority. This original budget balance is needed to complete the project because a site location has not been approved for the construction of this project. These funds had expected to be spent on design in 1999 but instead will be spent for design in 2000.
3. Public Arts Projects	0	28,402	28,402	Funding comes from unspent 1999 Budget authority. This original budget balance is needed to pay for retainage on earlier work and installation of the Totem pole at the Library this spring. This project also supports additional work associated with the Pony sculpture. We had originally expected final work on the ponies and the totem in 1999, but due to project delays this work will be completed in 2000.
4. Richmond Beach Park (Bluff Trail)	0	51,286	51,286	Funding comes from unspent 1999 Budget authority. This original budget balance is needed to pay for the final billing and required retainage that is due in 2000.
5. Richmond Beach Sewer Replacement	0	36,872	36,872	Funding comes from unspent 1999 Budget authority. This project is complete. The original budget balance represents the final billing that is currently in discussion with the contractor for work that was completed in 1999.
6. Swimming Pool Improvements - Parking	0	324,296	324,296	Funding comes from unspent 1999 Budget authority. This original budget balance is needed to complete the project and to pay for the final billings that were not received in 1999.
<b>General Capital Fund Total:</b>		<b>\$ 550,463</b>	<b>\$ 550,463</b>	<b>Higher than Budgeted Beginning Fund Balance from unspent 1999 Budget Authority</b>
<b><u>Roads Capital Fund</u></b>				
1. Interurban Trail	\$ 1,155,000	\$ 21,471	\$ 30,000	Grant revenue (Federal Transportation and Equity Act for the 21st Century) is reappropriated to cover a portion of 1999 reimbursements and 2000 expenses. This original budget balance is needed to complete planned work on the project. We expected earlier design work in 1999, but due to the delay of the County transfer of lead agency status, design will be done in 2000.



## 2000 Capital Project Reappropriation

Fund / Project	2000 Adopted Budget*	Additional Expense Authority	Additional Resource Authority	Explanation
2. 175th Sidewalk North	0	30,009	35,148	Grant revenue (State Pedestrian Safety and Mobility) is reappropriated to cover a portion of 1999 reimbursements and 2000 expenses. This original budget balance is needed to pay for final 1999 billings and required retainage due in 2000.
3. 175th Sidewalk South	\$ 0	\$ 107,220	\$ 84,217	Grant revenue (Pedestrian Safety & Mobility) is reappropriated to cover a portion of the remaining 2000 expenses.
			23,003	Funding comes from unspent 1999 Budget authority.
			107,220	This original budget balance is needed to pay for final 1999 billings and required retainage due in 2000.
4. Aurora Avenue North	1,281,000	185,185	160,185	Grant revenue (TEA-21 and
			25,000	Hazard Elimination Safety) is reappropriated to cover
			185,185	expenses. This original budget balance is needed to complete planned work on the project in 2000 created by grant funding delays associated with the passage of Initiative 695.
5. 25th Avenue N.E. Pedestrian Improvements	0	52,456	77,600	Grant revenue (Pedestrian Safety & Mobility) is reappropriated to cover a portion of 1999 reimbursements and 2000 expenses. This original budget balance is needed to complete planned work on the project and to pay for the required retainage due in 2000.
6. Curb Ramp Program	100,000	122,683	62,000	Grant revenue (Community Development Block Grant,
			80,440	Federal Congestion Mitigation and Air Quality, and
			6,060	County match) is reappropriated to cover a portion of
			148,500	1999 reimbursements and 2000 expenses. This original budget balance is needed to complete planned work on the project and to pay for the required retainage due in 2000.
7. 15th Ave. N.E. @ 165 Street Traffic Signal	278,500	26,240	26,240	Funding comes from unspent 1999 Budget authority. This original budget balance is needed to complete the project because a Biological Assessment (BA) is required by the Endangered Species Act (ESA) due to federal grant funding requirements.
8. Neighborhood Traffic Safety Program	130,000	29,613	29,613	Funding comes from unspent 1999 Budget authority. This original budget balance is needed to complete planned work on the project that is scheduled for implementation in 2000.
9. 185th Street Rechannelization	137,500	14,464	14,464	Funding comes from unspent 1999 Budget authority. This original budget balance is needed to complete planned work on the project that is scheduled for implementation in 2000. This project will not commence until Council has approved the final scope.

## 2000 Capital Project Reappropriation

Fund / Project	2000 Adopted Budget*	Additional Expense Authority	Additional Resource Authority	Explanation
10. Richmond Beach Road @ 3rd Avenue	307,000	43,429	43,429	Funding comes from unspent 1999 Budget authority. This original budget balance is needed to complete planned work on the project that is scheduled for implementation in 2000.
			\$ 560,649	Grant Revenue budgeted but not received in 1999 to be reappropriated and received in 2000
			136,749	Higher than Budgeted Beginning Fund Balance from unspent 1999 Budget Authority
<b>Roads Capital Fund Total:</b>		<b>\$ 632,770</b>	<b>\$ 697,399</b>	The higher resources being appropriated will increase the 2000 Budgeted Ending Fund Balance by \$60,681.
<b><u>Surface Water Capital Fund</u></b>				
1. 3rd Ave. NW Drainage Imp.	\$ 947,157	\$ 127,471	\$ 127,471	Funding comes from unspent 1999 Budget authority. Expenditures were anticipated in 1999 but the project will be completed in 2000.
2. Surface Water CIP Project Formulation	30,000	6,903	6,903	Funding comes from unspent 1999 Budget authority. Expenditures were anticipated in 1999 but the project will be completed in 2000.
3. Ronald Bog Drainage Improvements	935,000	29,517	29,517	Funding comes from unspent 1999 Budget authority. Expenditures were anticipated in 1999 but the project will be completed in 2000.
<b>Surface Water Capital Total:</b>		<b>\$ 163,891</b>	<b>\$ 163,891</b>	Higher than Budgeted Beginning Fund Balance from unspent 1999 Budget Authority

\* This column reflects the original 2000 Adopted Budget for each of these projects that are receiving additional expenditure authority and is not a complete listing of all of the 2000 capital improvement projects.

## ORDINANCE 234

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, AMENDING ORDINANCE NO. 222, AS AMENDED, BY INCREASING THE APPROPRIATION FROM THE GENERAL CAPITAL, ROADS CAPITAL, AND SURFACE WATER CAPITAL FUNDS AND AUTHORIZING EXPENDITURES FOR THE COMPLETION OF 1999 CAPITAL PROJECTS**

WHEREAS, the 2000 Budget was adopted by Ordinance No. 222; and

WHEREAS, the 2000 Budget had assumed the completion of specific capital improvement projects in 1999; and

WHEREAS, some of these 1999 capital projects were not able to be completed and need to be continued and completed in 2000; and

WHEREAS, due to these 1999 projects not being completed as projected, the 1999 ending fund balances and the 2000 beginning fund balances for the General Capital, Roads Capital, and the Surface Water Capital are greater than budgeted; and

WHEREAS, the City wishes to appropriate a portion of these greater than budgeted beginning fund balances in 2000 to complete 1999 capital projects; and

WHEREAS, the City of Shoreline is required by RCW 35A.33.075 to include all revenues and expenditures for each fund in the adopted budget;

**NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. Amending Section 2 of Ordinance No. 222.** The City hereby amends Section 2 of Ordinance No. 222, as amended, the 2000 Annual Budget, by increasing the appropriation from the General Capital Fund by \$550,463 to \$9,436,348; from the Roads Capital Fund by \$697,399 to \$14,971,423; and from the Surface Water Capital Fund by \$163,891 to \$3,137,048; and by increasing the Total Funds appropriation to \$68,463,278 as follows:

General Fund	\$25,802,418	
Development Services Fund	2,372,896	
Street Fund	4,112,972	
Arterial Street Fund	440,608	
Surface Water Mgmt. Fund	5,400,146	
General Capital Fund	<del>8,885,885</del>	9,436,348
Roads Capital Fund	<del>14,274,025</del>	14,971,423
Surface Water Capital	<del>2,973,157</del>	3,137,048

General Reserve Fund	1,670,330	
Equipment Replacement Fund	815,536	
Vehicle Operations/ Maintenance Fund	131,790	
Unemployment Fund	62,621	
Advance Travel Fund	5,140	
Code Abatement Fund	104,000	
Total Funds	<del>\$ 67,051,525</del>	\$ 68,463,278

**Section 2. Funds to Complete General Capital Improvement Projects.** The City Manager is hereby authorized to increase the beginning fund balance for the General Capital Fund by \$550,463 and is authorized to expense these funds for capital improvement projects as follows:

<u>Project Name</u>	<u>Additional Expense Authority</u>
1. Additional Space Renovation	\$ 98,366
2. Skate Park	11,241
3. Public Arts Projects	28,402
4. Richmond Beach Park (Bluff Trail)	51,286
5. Richmond Beach Sewer Replacement	36,872
6. Swimming Pool Improvements	324,296
<b>Total Additional Expense Authority</b>	<b>\$ 550,463</b>

**Section 3. Net Impact on the General Capital Fund.** This ordinance does not change the General Capital Fund budgeted ending fund balance of \$4,788,009.

**Section 4. Funds to Complete Roads Capital Improvement Projects.** The City Manager is hereby authorized to increase resources in the Roads Capital Fund by \$697,399 by increasing the beginning fund balance by \$136,749 and grant revenue by \$560,649, and is authorized to expense an amount of \$632,770 for capital improvement projects as follows:

<u>Project Name</u>	<u>Additional Expense Authority</u>
1. Interurban Trail	21,471
2. 175 <sup>th</sup> Sidewalk North	30,009
3. 175 <sup>th</sup> Sidewalk South	107,220
4. Aurora Avenue North	185,185

<b>Project Name</b>	<b>Additional Expense Authority</b>
5. 25 <sup>th</sup> Ave. N.E. Pedestrian Improve.	52,456
6. Curb Ramp Program	122,683
7. 15 <sup>th</sup> Ave. N.E. @ 165 <sup>th</sup> Street Traffic Signal	26,240
8. Neighborhood Traffic Safety Program	29,613
9. 185 <sup>th</sup> Street Rechannalization	14,464
10. Richmond Beach Road @ 3 <sup>rd</sup> Avenue	43,429
<b>Total Additional Expense Authority</b>	<b>\$ 632,770</b>

**Section 5. Net Impact on the Roads Capital Fund.** This ordinance increases the budgeted ending fund balance for the Roads Capital Fund by \$64,629 to \$7,367,153.

**Section 6. Funds to Complete Surface Water Capital Projects.** The City Manager is hereby authorized to increase the beginning fund balance for the Surface Water Capital Fund by \$163,891 and is authorized to expense these funds for capital improvement projects as follows:

<b>Project Name</b>	<b>Additional Expense Authority</b>
1. 3 <sup>rd</sup> Ave. NW Drainage Improvement	127,471
2. Surface Water CIP Project Formulation	6,903
3. Ronald Bog Drainage Improvements	29,517
4. <b>Total Additional Expense Authority</b>	<b>\$ 163,891</b>

**Section 7. Net Impact on the Surface Water Capital Fund.** This ordinance does not change the Surface Water Capital Fund budgeted ending fund balance of \$0.

**Section 8. Severability.** Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

**Section 9. Effective Date.** A summary of this ordinance consisting of its title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

**PASSED BY THE CITY COUNCIL ON MAY \_\_\_\_, 2000.**

\_\_\_\_\_  
Mayor Scott Jepsen

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Sharon Mattioli  
City Clerk

\_\_\_\_\_  
Ian Sievers  
City Attorney

Date of Publication: \_\_\_\_\_, 2000

Effective Date: \_\_\_\_\_, 2000

**CITY COUNCIL AGENDA ITEM**

CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Adoption of Ordinance No. 235 to Amend the 2000 Budget for the Early Hire of Three Public Works Positions in July and the Hire of One New Position in October 2000
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	William L. Conner, Public Works Director <i>WLC</i>

**EXECUTIVE / COUNCIL SUMMARY**

The purpose of this report is to obtain your Council's approval for a budget amendment to hire three positions, a Maintenance Worker I, a Maintenance Worker II and an Administrative Assistant I in July rather than October 2000 as was originally included in the 2000 Adopted Budget. The budget amendment would also include the addition of a Maintenance Worker I position that was unintentionally excluded from the final 2000 Budget.

On January 4, 1999, your Council approved a three-year transition plan that outlined specific services that were being transferred from King County to the City of Shoreline. In order to perform these services by the City, the plan included purchasing equipment and adding personnel. In the 2000 Budget, five maintenance workers and one administrative assistant have been approved with an October hire date. A Maintenance Worker I position was originally approved in the transition plan but was not included in the final budget.

There are sufficient funds in the Street and Surface Water Management funds to hire three positions in July along with the addition of the maintenance worker position in October. These funds will come from the higher than budgeted beginning fund balances in the Street and Surface Water Management Funds as explained in the 2000 First Quarter Financial Report (presented to your Council on May 1). A total amount of \$34,353 will be appropriated from the Street Fund while \$10,261 will be appropriated from the Surface Water Management Fund for a total of \$44,614.

The three early hire positions would have an immediate positive impact by assisting with services and programs already underway in 2000 and the preparation for 2001. The Maintenance Worker I & Maintenance Worker II workers would perform the following immediate tasks:

- Hand ditching
- Pot hole patching

- Asphalt patching
- Ditch maintenance
- Acquaint themselves with the City's terrain and characteristics
- Educate other maintenance workers that are scheduled to be hired in October 2000

The new Administrative Assistant I position would support the Customer Response Team (CRT) and would allow the existing Administrative Assistant II to devote all of her time working on administrative tasks to support the Engineering Division. Typical administrative tasks performed by the Administrative Assistant I (CRT) and the Administrative Assistant II include the following:

#### **Administrative Assistant I**

- Answer the 1700 customer line and provide emergency support
- Receive and process customer requests
- Type response correspondence and other reports
- Process Washington Cities Insurance Authority (WCIA) claims
- Prepare monthly and weekly telephone statistics pertaining to customer inquiries, Northend Rehabilitation Facility (NRF), and King County Roads
- Order office supplies and other materials

#### **Administrative Assistant II**

- Prepare bid documents and bid notices for projects
- Answer telephones and fax material to contractor, consultants and other agencies
- Collect fees for plans and specifications for projects
- Prepare project schedule updates
- Processing invoices and other payment forms
- Prepare response letters
- Filing administrative correspondence

### **RECOMMENDATION**

Staff recommends that your Council adopt Ordinance No. 235 which amends the budget authorizing the early hire of three Public Works positions in July and hiring one additional maintenance worker position in October.

### **ATTACHMENT**

Ordinance No. 235

Approved By: City Manager



City Attorney





## **ORDINANCE 235**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, AMENDING ORDINANCE NO. 222, AS AMENDED, BY INCREASING THE APPROPRIATION FROM THE STREET AND SURFACE WATER MANAGEMENT FUND BALANCE TO HIRE PUBLIC WORKS MAINTENANCE POSITIONS EARLY AND TO ADD ONE NEW PUBLIC WORKS MAINTENANCE POSITION**

WHEREAS, the 2000 Budget was adopted in Ordinance No. 222; and

WHEREAS, in 1999 the City Council approved a three-year transition plan to develop the City's public works service delivery program through a combination of in-house staff, private contracts, and agreements with King County; and

WHEREAS, the 2000 Budget included five new City positions to be hired in October as part of the transition plan to have City staff perform public works maintenance services; and

WHEREAS, one of the transition plan maintenance positions was inadvertently left out of the 2000 Budget; and

WHEREAS, the 1999 ending fund balance and 2000 beginning fund balance for the Street and Surface Water Management Funds are greater than in the 2000 Budget; and

WHEREAS, the City wishes to take advantage of these increased fund balances to hire the 2000 budgeted maintenance workers in July rather than in October 2000 as originally planned, allowing the City to use these additional staff to begin work on a variety of street and surface water maintenance needs in the City; and

WHEREAS, the City wishes to add the one maintenance position that was inadvertently left out of the 2000 Budget to provide maintenance services as outlined in the transition plan; and

WHEREAS, the City of Shoreline is required by RCW 35A.33.075 to include all revenues and expenditures for each fund in the adopted budget;

**NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. Amending Section 2 of Ordinance No. 222.** The City hereby amends Section 2. of Ordinance No. 222, as amended, the 2000 Annual Budget, by increasing the appropriation from the Street Fund by \$34,353 to \$4,147,325 and from the Surface Water Management Fund by \$10,261 to \$5,410,407; and by increasing the Total Funds appropriation to \$68,538,297 as follows:

General Fund	\$25,802,418	
Development Services Fund	2,372,896	
Street Fund	4,112,972	4,147,325
Arterial Street Fund	440,608	
Surface Water Mgmt. Fund	5,400,146	5,410,407
General Capital Fund	9,436,348	
Roads Capital Fund	14,967,476	
Surface Water Capital	3,137,048	
General Reserve Fund	1,670,330	
Equipment Replacement Fund	815,536	
Vehicle Operations/ Maintenance Fund	131,790	
Unemployment Fund	62,621	
Advance Travel Fund	5,140	
Code Abatement Fund	104,000	
Total Funds	<u>\$ 68,459,330</u>	<u>\$ 68,538,297</u>

**Section 2. Street Fund Appropriation to Hire Public Works Maintenance Positions.** The City Manager is hereby authorized to increase the beginning fund balance for the Street Fund by \$34,353 and is authorized to expenses these funds to pay for the Street Fund share (77%) of hiring three Public Works positions in July, 2000 rather than in October, 2000 and for the Street Fund share (77%) of hiring one additional Maintenance Worker I position pursuant to the three-year transition plan.

**Section 3. Net Impact on the Street Fund.** This ordinance does not change the Street Fund budgeted ending fund balance of \$466,901.

**Section 4. Surface Water Management Fund Appropriation to Hire Public Works Maintenance Positions.** The City Manager is hereby authorized to increase the beginning fund balance for the Surface Water Management Fund by \$10,261 and is authorized to expenses these funds to pay for the Surface Water Management Fund share (23%) of hiring three Public Works positions in July, 2000 rather than in October, 2000 and for the Surface Water Management Fund share (23%) of hiring one additional Maintenance Worker I position pursuant to the three-year transition plan.

**Section 5. Net Impact on the Surface Water Management Fund.** This ordinance does not change the Street Fund budgeted ending fund balance of \$1,962,476.

**Section 6. Severability.** Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

**Section 7. Effective Date.** A summary of this ordinance consisting of its title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

**PASSED BY THE CITY COUNCIL ON MAY \_\_\_\_, 2000.**

\_\_\_\_\_  
Mayor Scott Jepsen

**ATTEST:**

**APPROVED AS TO FORM:**

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Sharon Mattioli  
City Clerk

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